

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CRP-753

For: State and County Offices

Handling Outstanding 2013 Emergency Forestry CRP (EFCRP) Payments

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CRP-750 provided guidance to State and County Offices for issuing outstanding CRP annual and incentive payments for 2012 and prior years.

EFCRP payment processing was disabled on June 14, 2013, pending decisions about sequestration and the applicability to EFCRP. Outstanding EFCRP payments earned in 2012 and prior years shall be issued according to Notice CRP-750.

B Purpose

This notice:

- notifies State and County Offices that options for 2013 EFCRP annual rental and lump sum are permanently being disabled
- advises State and County Offices any additional payments earned in FY 2013 **must** be issued through Online Payment (OLP) software following a manual review of the case file by the National Office
- advises State and County Offices that overpayments to producers of a 2013 EFCRP payment will be established manually in NRRS
- provides guidance to County Offices for manually establishing receivables in NRRS.

Disposal Date

September 1, 2014
11-18-13

Distribution

State Offices; State Offices relay to County Offices

2 Authorized Review Process

A Introduction

The automated payment process is designed to:

- compute payments or provide a process to record a payment amount
- check producer eligibility based on the rules applicable to the payment being processed
- control payment limitation
- send outstanding payments to NPS and overpayment amounts to NRRS.

After an automated payment system is disabled, any outstanding payments must be issued following an authorized review process. The purpose of the review process is to verify the requested payment has been earned and to determine the amount of the outstanding payment.

The remainder of this paragraph provides guidance for the authorized payment process for 2013 EFCRP payments.

B Authorized Review Process for 2013 EFCRP

The authorized review process for 2012 and prior year CRP payments has been delegated to State Offices with oversight review by the National Office. However, any remaining 2013 EFCRP payments will be authorized by the National Office following review by the State Office recommending approval.

For each case where a payment is requested to be issued through OLP, all documentation shall be submitted to the National Office for review. See subparagraph 4 A for additional information.

C Documentation Required for Review

The following documentation shall be reviewed by the State Office **before** submitting cases to the National Office requesting authorization. If the State Office determines a payment is outstanding, all documentation shall be submitted with the request for authorization.

- CRP-1 associated with the requested authorized payment.
- Amount of the payment being requested.
- Explanation provided by the County Office as to why the payment was not issued through the automated system. Reason may include that the software was disabled before the payment was earned for program year 2013.

2 Authorized Review Process (Continued)

C Documentation Required for Review (Continued)

- Payment reports, such as:
 - Financial Web Applications Data Mart report by producer/member
 - Financial Inquiry report for the producer/member
 - Conservation Payment Report.
- CCC-501A, CCC-502, CCC-901, or CCC-902 applicable for the year the requested payment was earned.
- Subsidiary Print to ensure that payment eligibility requirements have been met for the payment entity and members, if applicable.
- Screen shot of the Update AGI Web Page in the Conservation Payment software for the contract and producer.
- Documentation provided by County Office about haying, grazing, unauthorized uses, etc.
- Additional documentation, such as NAD appeal or succession information.
- Payment Limitation Detailed Report for the payment entity and/or member. See 3-PL, paragraph 143 for additional information.
- MABDIG to determine other operations associated with the producer or member, as applicable.
- Payment limitation spreadsheet. See subparagraph 3 B.

3 Reporting Process and Tools

A Authorized SharePoint Site

PECD has created a SharePoint site used to submit case file documentation about requests for authorized payments for programs such as DCP, NAP, and SURE. A section will be added to the SharePoint site that will be used to submit case file information for EFCRP payments.

Specific information will be sent to State Offices by e-mail about the steps for uploading documentation to the site with the URL as soon as the site is constructed.

When requesting approval for an authorized 2013 EFCRP payment, State Offices shall submit all documentation applicable to the case file as provided in subparagraph 2 C.

3 Reporting Process and Tools (Continued)

B Payment Limitation Spreadsheet

The payment limitation rules for CRP are complex because producers may have contracts subject to 1-PL rules, 4-PL rules, or both. Additionally, some producers may be earning payments directly and indirectly through other operations.

To assist with the process of ensuring that payment limitation will not be exceeded if a payment is authorized, a spreadsheet is being developed that will be provided to State Offices by e-mail as soon as possible after the issuance of this notice.

4 Establishing Receivables for 2013 EFCRP

A Receivables for Overpayments

If a producer is determined to have been overpaid for a 2013 EFCRP payment issued before the software shutdown, County Offices shall:

- establish the receivable manually in NRRS according to 64-FI
- use program code “XXWEFCRPE”.

5 Action

A State Office Action

State Offices shall:

- review the case file **before** submission to the National Office to ensure that the:
 - amount being requested has been earned by the producer
 - case file contains all required documentation as provided for in subparagraph 2 C
- upload payment authorization documentation through the SharePoint site according to subparagraph 3 A
- contact CEPD for guidance about CRP program policy
- contact PECD for guidance about:
 - payment limitation and payment limitation policy
 - subsidiary software questions.

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5 Action (Continued)

B County Office Action

County Offices shall:

- submit documentation according to subparagraph 2 C, as applicable, to the State Office for the payment authorization request
- issue authorized payments through OLP according to Notice CRP-750 when authorization is received from the National Office

Note: Authorization will be sent from the National Office through the State Office.

- manually establish receivables for 2013 EFCRP overpayments according to subparagraph 4 A.